APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

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|  | **Instructions:**1. Complete form.
2. Save completed form as a Word document.
3. Submit by attaching to email and send to Michaela Wickman at mwickman@northland.edu
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| General Information |
| Faculty Name: |
| Date of request: |
| Funds are requested for: |
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| Professional Development Information: |
| Title of conference/professional society meeting or name of activity: (Please explain acronyms.) |
|  | If applicable, title of presentation **(attach abstract of paper)** or official role at meeting: |  |
| Location of conference/meeting: |  |
| Dates of activity/conference | From: | To: |

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| Documentation for Professional Activity: |
| ☐ | Written documentation for activity is attached or provided here |
| ☐ | The invitation to present has been received from the society/conference (attach a copy of the officialinvitation) |
| ☐ | An invitation has not been received but is expected no later than |

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| Describe how this professional development opportunity will: |
| Further your scholarly agenda or professional development goals: |
| Contribute to the professional community or discipline with which you are affiliated: |
| Benefit Northland students or the College more generally: |
| Will Northland students be accompanying you? ☐Yes ☐No If yes, how many? Will the students be presenting? |

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| Estimated Expenses |
| Travel: | $ |
| Registration: | $ |
| Meals: | $ |
| Lodging: | $ |
| Other (specify): | $ |
| Total amount requested: | $ |

Approval Process (Faculty Development Committee will complete)

Faculty Development or Dean approval:

**Amount approved**: $

□ Yes

□ No Date: